



## Nominating Committee Chair

### Description

A nominating committee, consisting of a chairperson and at least two members, shall perform the duties outlined in Article VIII of the bylaws.

### Duties

1. Guidance from the executive committee recommends the inclusion of the former past-president of CCML as the chair of the nominating committee, and the immediate past-president as a member of the nominating committee.
2. Perform the duties of Article VIII Nominations and Elections, Sections 2 and 3 of the bylaws, with the timetable as outlined in those sections.
3. Consult the online CCML archives and nominating committee procedure manual for listing of previous officers and committee chairs for potential candidates.
4. As a courtesy, inform the executive committee of the slate of officers and present a motion to have the executive committee approve the slate.
5. Write an annual report in March and send it to the president for inclusion the annual report of the association.

### Last reviewed or revised

Name: Kim O'Neill

Date: 8/29/2018